

Date: _____

(Name of check writer)

(Address)

Dear _____:

The check you wrote, dated _____, in the amount of \$ _____, which was made payable to _____ was not paid by _____ (name of bank) because payment was stopped. You may have a good faith dispute as to whether you owe the full amount. If you do not have a good faith dispute with the payee and fail to pay the payee the full amount of the check in cash, plus a service charge of an amount not to exceed \$25. for the first check and an amount not to exceed \$35. for each subsequent check, and the costs to mail this notice within 30 days after this notice was mailed, you could be sued and held responsible to pay at least both of the following:

- (1) The amount of the check.
- (2) Damages of at least \$100 or, if higher, three times the amount of the check up to \$1,500.

If the court determines that you do have a good faith dispute with the payee, you will not have to pay the service charge, treble damages, or mailing cost. If you stopped payment because you have a good faith dispute with the payee, you should try to work out your dispute with the payee. You can contact the payee at the following phone number or address:

You may wish to contact a lawyer to discuss your rights and responsibilities.

Sincerely,